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This handbook was prepared to encourage students at historically black colleges and universities to become aware of and compete for positions in the U.S. Department of the Interior, as they consider their career options. Additionally, it is intended to provide faculty at these institutions of higher education greater awareness of the numerous and diverse career options offered by the Department. The guide introduces many professional opportunities in the Department that are unique or that apply knowledge and skills of a particular discipline in specialized ways. The guide includes information on the unique mission of the U.S. Department of the Interior, the Department as an employer, nontraditional career opportunities in the Department, exploring and entering Interior's work force; and the application process. Appendixes contain a bureau sampling of position titles and personnel offices of the U.S. Department of the Interior. (KC)

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Published By

Office of Historically Black College and University Programs and Job Corps

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U.S. Department of the Interior

Manuel Lujan, Jr.,
Secretary

CAREER OPTIONS HANDBOOK

A Guide to Career Choices in the Department of the Interior

Unique and Rewarding Opportunities for Historically Black College and University Graduates

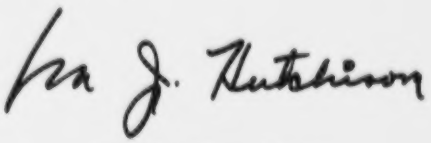
September 1989

PREFACE

The Department of the Interior is proud of its historically black college and university (HBCU) program, and is committed to being continually responsive to the call for creative strategies that are set forth in Executive Order 12677 signed by the President on April 28, 1989.

Over the course of developing partnerships with HBCUs, we are finding that these institutions represent a significant and relatively untapped resource for training and recruiting the professionals who can assure our success as effective stewards of America's land, water and cultural resources. But, for us to be even more successful in training and recruiting minority students—especially in the science and natural resource areas, HBCU students and faculty need to know more about us. They need to recognize the viable linkages between the "traditional" fields of study they offer, and Interior's unique and rewarding "nontraditional" career opportunities.

To help HBCU students and faculty recognize these opportunities, we have developed this publication, *"Career Options Handbook, A Guide to Career Choices in the Department of the Interior"*. I am confident that this publication will be of real value, and the information it contains will encourage HBCU students and faculty to explore our many distinctive and diverse options for fulfilling careers.



Ira J. Hutchison, Director
Office of Historically Black
College and University Programs
and Job Corps

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INTRODUCTION

This Career Options Handbook has been prepared by the Department of the Interior's Office of Historically Black College and University Programs and Job Corps. The Handbook is intended to encourage students at historically black colleges and universities (HBCUs) to become aware of and compete for positions in the U.S. Department of the Interior, as they consider their career options. Additionally, it is hoped that through this publication, HBCU faculty will gain greater awareness of the numerous and diverse career opportunities offered by the Department.

The Handbook introduces many professional opportunities in the Department that are unique or that apply knowledge and skills of a particular discipline in specialized ways. Examples illustrate how "traditional" academic majors may be applied toward "nontraditonal" career options.

Most students know of the more familiar careers and means of applying their degrees. There are, however, many unusual and challenging career opportunities in Interior that are not widely known. Some options and programs are unique to the Department. For example, students in history and architecture may find employment in historic preservation or historic architecture. Students in criminal justice majors may transfer their knowledge and skills to park ranger and park police officer positions. Students in biology may qualify as wildlife biologists.

This publication offers valuable information to HBCU students who are willing to consider participating in the management of the vast natural and cultural resources entrusted to the Department of the Interior.

THE UNIQUE AND EXCITING MISSION OF THE U.S. DEPARTMENT OF THE INTERIOR

As the nation's principal conservation agency, the U.S. Department of the Interior has responsibility for most of our nationally owned public lands and natural resources. This includes parks, wildlife refuges, lakes and river systems, battlegrounds, volcanos, islands, dams, wetlands, archeological sites, deserts, grazing areas, wilderness areas, timber resources and many other land and water areas. Part of Interior's mission is to foster the wise use of land and water resources, protect fish and wildlife, and preserve the environmental and cultural values of national parks and historic places, and provide for the enjoyment of life through outdoor recreation. And, the Department assesses our energy and mineral resources and works to assure that they are managed in the best interest of all our people. The Department also has a major responsibility for American Indian reservation communities and for people who live in the Island Territories under U.S. administration.

Interior's major agencies include:

- National Park Service
- Fish and Wildlife Service
- Minerals Management Service
- Bureau of Mines
- Bureau of Reclamation
- Bureau of Land Management
- Office of Surface Mining Reclamation and Enforcement
- U.S. Geological Survey
- Bureau of Indian Affairs
- Territorial and International Affairs

JOB SATISFACTION AND INTERIOR'S MISSION

Careers in Interior enable professionals to become involved with an extraordinary range of personal priorities and interests...

love of living things: studying animal and plant pathology...creating policy to protect endangered species... managing a wildlife refuge...doing research on how to prevent destruction from acid rain.

human health and safety: studying causes and effects of floods, earthquakes, volcanoes, wildfires, avalanches, and landslides... researching industrial accidents in mining operations...enforcing the law in national parks and recreation areas.

helping others: using sign language to teach about local plant life in an interpretive program...providing services at a park concession operation...guiding young trainees at a Civilian Conservation Job Corps Center.

working with tools and machines: maintaining the grounds at outdoor areas...repairing and maintaining engines in a motorpool...installing electrical systems.

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"Working for the Department enables people to plan long-term careers; acquire new skills, live in unusual places, and assume increasingly responsible and varied positions."

creative thinking: providing legal counsel on land management policy... developing innovative computer applications... designing attractive park structures.

environmental stewardship: evaluating the impact of water pollution on fish stock... reclaiming lands affected by coal stripmining... developing policy on the use of motorized vehicles in park areas.

improving the workplace: handling employee discrimination complaints... counseling on career planning strategies... instituting in-service training programs.

legislative and policy advocacy: serving on interdepartmental task forces... promoting a program or legislation in the U.S. Congress... developing policy pertaining to global issues of pollution, endangered species, and satellite communications.

communications and education: creating films and audiotapes for interpretive programs... using telecommunications technology to enhance information exchange... designing materials for children interested in careers in science.

saving the past: preserving prehistoric earth mounds, pioneer customs, black history... restoring and stabilizing historic structures.

Depending on your profession and preference you may spend a work day...

in a warm climate creating exotic floral displays in a national park area.

on snow-and-ice-covered terrain tracking the movements of polar bear or caribou.

in the desert as part of an engineering team designing an irrigation project.

in front of a video display terminal analyzing data from a minerals assessment study.

atop an observation tower keeping watch for signs of fire.

traveling deep underground to identify why a coal mine tunnel has collapsed.

in a conference room discussing strategies to relocate personnel to larger offices across town.

Depending on your skills and interests, you may find employment as...

a park ranger, enforcing the law in a national recreation area on horseback.

a biologist, studying the effects of water pollution on waterfowl in a wildlife refuge.

an architect, drawing up plans to allow easier access to a visitor center by wheelchair users.

a geologist, assisting colleagues in a foreign country assessing the effects of an earthquake.

a realty specialist, negotiating the purchase of a parcel of land.

a policy analyst, developing guidelines for handling employee complaints.

an accountant, conducting an audit of industry's royalty reporting and payments for offshore oil and gas leases.

a historian, preparing the text for a booklet about 19th century farming for an interpretive exhibit.

a chemist, analyzing the effects of acid rain on the Statue of Liberty.

INTERIOR AS AN EMPLOYER

Employment with the Department involves a diversity of career options; a tradition of excellence; a history of accomplishment having domestic and international implications; equal opportunity; modern science and technology methods; and recognition and reward. Positions are located in every state and in the U.S. territories.

The Department is particularly interested in employees who communicate effectively, think logically, work productively with others, and have good work habits and ethics. These qualifications can be as important as indepth knowledge of the subject matter or highly developed job skills.

Continuing professional development and education opportunities are available for many Interior professionals: technical skills training, tuition assistance, fellowship programs, executive leadership programs, seminars, and workshops, to name a few. Under certain circumstances employees are reimbursed for study at colleges and universities, or other public and private training programs.

Working for the Department enables people to plan long-term careers, acquire new skills, live in unusual places, and assume increasingly responsible and varied positions. Employees may also change occupations over an extended career and apply skills and experience in new ways. Advancement is based on performance *and* merit.

Being a member of Interior's professional workforce provides an excellent opportunity to make a contribution to the public good. The U.S. Department of the Interior offers a unique variety of career fields, challenges, and opportunities that affect varied aspects of life in the United States. Employees fulfill an important public service mission managing economic, natural, cultural, recreational, and human resources.

Historically black colleges and universities offer many degree programs in "traditional" fields that provide the basic knowledge, skills and expertise for adapting to the "nontraditional" career opportunities offered by the Department of the Interior. Among these majors are:

accounting
agribusiness
agriculture
agronomy
allied health
animal science
anthropology
architecture
art/advertising
biochemistry
biology
botany
business administration
chemistry
communications
computer science
counseling
criminal justice/law enforcement
data processing
drafting/design
earth sciences
ecology
economics
electronics
electrical technology
engineering
environmental science
fire control and safety
fisheries
food service and technology
geography
geology
health science/services
history
home economics
horticulture
hotel/restaurant and institutional management
international studies
landscape architecture
law
library science
management
marketing
marine biology
mathematics
mechanics
office management
parks, recreation and leisure
personnel management
real estate
social sciences
veterinary medicine
visual and performing arts
wildlife management
zoology

Students majoring in any of these areas are urged to pursue academic specialties within the core program that will allow them to better adapt their matriculation to Interior's career options.

NONTRADITIONAL CAREER OPPORTUNITIES

The purpose of this section is to inform students and faculty about the unique ways in which graduates in the more familiar "traditional" academic majors can translate their knowledge and skills into "nontraditional" career options in the Department of the Interior. As examples, nine "traditional" fields of study and corresponding "nontraditional" position titles are highlighted: criminal justice, hotel/restaurant management, history, accounting, law, economics, engineering, chemistry, and biology. Other examples of positions that show the diversity of subject areas are also provided.

These examples were developed with two considerations in mind:

People are hired on the basis of the mix of education, training, and experience they are able to offer. For example, although a degree in biology makes a graduate eligible for a position as a wildlife biologist, a variety of *related specializations* may do the same thing. In other instances, a geologist might become a hydrologist or a business major might be employable as a concession specialist. Therefore, if a student finds a career appealing, they should quickly determine if they are on the proper academic track. If not, the very next step is to join forces with a counselor and develop a strategy that will make such an academic track and subsequent career opportunity a reality.

The responsibilities and tasks of an entry-level position will be different from those of positions in higher grades. Some of the illustrations reflect highly skilled jobs; others show what individuals at the beginning of a career might be doing.

TRADITIONAL MAJORS—NONTRADITIONAL APPLICATIONS

ACCOUNTING

Accountant/Auditor
collects, accounts for and distributes Federal mineral revenues from oil and gas offshore and on shore leases.
Sample Bureau—Minerals Management Service

BIOLOGY

Wildlife Biologist
conducts wildlife habitat inventories, cooperates with specialists from other wildlife agencies to ensure that wildlife needs are considered in land-use plans and to save endangered species.
Sample Bureau—Fish and Wildlife Service

"Careers in Interior enable professionals to become involved with an extraordinary range of personal priorities and interests."

CHEMISTRY
(INCLUDING ANALYTIC, RESEARCH, MICROBIAL, ORGANIC, ETC.)

Chemist
performs laboratory analyses or research activities concerned with mineral extraction from ores... reviews environmental policy statements to determine consequences of particular extraction strategies.
Sample Bureau—Bureau of Mines

CRIMINAL JUSTICE/POLICE SCIENCE

Special Agent Wildlife
enforces wildlife laws and U.S. treaty obligations... investigates cases ranging from migratory bird hunting violations to large-scale illegal trade in protected fish and wildlife.
Sample Bureau—Fish and Wildlife Service

Criminal Investigator
conducts investigations of alleged fraud, waste, and mismanagement of Interior's programs and operations... prepares formal reports as the basis for determining whether criminal prosecution or civil action is necessary.
Sample Bureau—Inspector General

Park Police Officer
prevents and investigates accidents and crimes... provides aid in emergency situations... arrests violators. (May be part of a horse-mounted, motorcycle, helicopter, or canine unit; special equipment and tactics team; or investigations and security detail).
Sample Bureau—National Park Service

Park Ranger
develops interpretive materials... manages forest and structural fire control... enforces laws and regulations... conserves resources in national parks.
Sample Bureau—National Park Service

River Ranger
manages whitewater river boating on wild and scenic rivers... issues permits... ensures the protection of natural and cultural resources.
Sample Bureau—Bureau of Land Management

ECONOMICS

Economist
conducts research into economic phenomena and analyzes and interprets economic data...prepares special reports...adapts and uses specialized methods, analytical tools, and techniques for quantifying, measuring, and understanding economic relationships.
Sample Bureau—Minerals Management Service

ENGINEERING (INCLUDING ELECTRICAL, STRUCTURAL, MECHANICAL, CIVIL, CERAMIC, PETROLEUM, MINING, ETC.)

Mining Engineer
determines the mineral character of lands for land-use planning...participates in tract delineation and evaluation to identify the potential value of the resource...reviews and approves plans of operation in terms of safety and environmental protection.
Sample Bureau—Bureau of Land Management

Petroleum Engineer
oversees the drilling of oil wells, installation of platforms, and production of oil and gas on the Outer Continental Shelf...evaluates design plans for technical adequacy and safety...develops environmental impact statements in conjunction with states.
Sample Bureau—Minerals Management Service

HISTORY

Historian
develops policies for cultural resources management...prepares administrative histories of national parks...inventories historic maritime resources.
Sample Bureau—National Park Service

Historic Architect
performs documentary and physical research on historic and prehistoric structures (e.g., bridges, buildings, trains, dams)...supervises private architectural engineering firms...applies unique design principles in varied climate and topographical areas.
Sample Bureau—National Park Service

HOTEL/RESTAURANT MANAGEMENT

Concession Specialist
negotiates and issues contracts for concession operations...conducts inspections of concession facilities for health and safety compliance...approves rates proposed for programs and services.
Sample Bureau—National Park Service

LAW

Staff Attorney
conducts legal research...represents Interior in administrative actions...prepares legal briefs relating to competing claims to water rights, employee discrimination complaints.
Sample Bureau—Bureau of Land Management

Other Examples of Unique, Nontraditional Positions in the Department

Realty Specialist
(Bureau of Land Management) implements land laws...conducts field investigations of land and environment and operation of activities, including sales, exchanges, leases, and permits... makes land-use studies and recommendations for proper use and protection of public land.

Geologist
(U.S. Geological Survey and Minerals Management Service)...maps surficial deposits, bedrock, subsurface phenomena, and mineral deposits...makes and records geological field observations and collects samples for analysis...devises field and laboratory techniques and methods to study geologic phenomena, processes, and changes.

Fire Management Specialist
(Bureau of Land Management)... protects public land resources from damage caused by wildfires...trains fire-fighting crews...develops equipment and enhances communication and computer technology related to fire fighting.

Range Conservationist
(Bureau of Land Management)... inventories range land resources and conditions...develops grazing management plans...issues grazing permits and leases.

Archeologist
(National Park Service)...provides technical assistance to federal and state agencies...conducts excavations and records artifacts...documents use of new technology (such as remote sensing) in archeological practice.

Off-Highway Vehicle Specialist
(Bureau of Land Management)... develops off-road vehicle trails in cooperation with user groups...issues permits for competitive off-highway races (motor cycles, 4-wheel drive vehicles)...oversees competitive races.

Cultural Resource Specialist
(Bureau of Land Management and National Park Service)...inventories historic and prehistoric cultural properties...conducts scientific (including archeological) research...stabilizes the deterioration of sites.

Hydrologist
(U.S. Geological Survey and Bureau of Reclamation)...develops ways to provide technical assistance to states and to monitor and review technical programs...provides technical support to federal and state inspectors...participates in contract and research oversight.

Cartographer
(U.S. Geological Survey)...Designs and produces maps and guides the work of others in production of maps and other products derived from maps. Uses aerial photos, other remotely sensed images, and large scale maps to produce base maps and specialized maps. Increasingly makes use of computer technology to collect, store, analyze and portray map information.

Geophysicist
(Minerals Management Service)... conducts scientific investigations, developmental work, and research in exploration geophysics...conducts laboratory and field studies of physical properties of rocks and minerals and the response of these materials to applied physical forces and fields.

Oceanographer
(Minerals Management Service)... studies tides, sea ice, currents, waves, sediments, and various other ocean phenomena in terms of their characteristics and behavior...may conduct scientific surveys and analyze and interpret data...may conduct basic and applied research on ocean phenomena at sea and on land.

Environmental Protection Specialist
(Minerals Management Service)... provides advice and assistance to state and local goverments about development, execution, and maintenance of adequate environmental protection plans and programs.

Land (cadastral) Surveyor
(Bureau of Land Management)...establishes legal boundaries for all titles to U.S. lands...serves as the local contact with private landowners...helps resolve conflicts in land ownership.

EXPLORING AND ENTERING INTERIOR'S WORKFORCE

Students have a variety of opportunities to learn about positions in the Department before they commit to certain fields of study. Their ability to compete for entry-level positions may be strengthened by experience gained during their college years.

The following programs can yield skills, knowledge, and valuable contacts. The Selective Placement Program enables individuals with disabilities greater access to positions for which they are qualified. Some options afford financial support.

COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program (CEP) applies classroom theory to "real world" experiences. Students work with modern technology, explore jobs, gain work experience that increases job potential after graduation, and earn a salary while learning. Participants in CEP are eligible for retirement and health benefits and insurance coverage and accumulate annual and sick leave.

CEP involves alternating or parallel periods of study and supervised and evaluated employment. The experience is of sufficient duration to qualify students for career entry and conversion to competitive service.

Students must be at least 16 years old. Associate and baccalaureate students are eligible for administrative, technical, and clerical positions related to their field of study. Graduate students are eligible for professional, administrative, and technical positions.

SUMMER EMPLOYMENT OPPORTUNITIES

DOI Job opportunities available through the Summer Employment Program are divided into five groups: Group I – Clerical, GS-1/4, Group II – Non-clerical, GS-1/4, Group III – GS-5 and above, Group IV – Trades and Labor and Group V – Needy Youth (Summer Aid Program). Groups I–III are generally applicable to college student and faculty members.

Students must be at least 16 years of age at the time they report for work. In order to be considered, they must meet the educational requirements of the group they apply for. All Applicants must submit an SF-171 and those who are applying for employment based on education, must also submit an OPM Form 1170/17—List of College Courses and Certificate of Scholastic Achievement.

"Most students know of the more familiar careers and means of applying their degrees. There are, however, many unusual and challenging career opportunities in Interior that are not widely known."

Each year, the Office of Historically Black College and University Programs and Job Corps develops a special Summer Jobs Bulletin on the Summer Employment Program and sends it to all HBCU's. The Office also coordinates the resulting applications with the bureaus and offices and monitors the placements.

Application deadlines are set by participating DOI bureaus and offices and are based on individual bureau/office requirements. The summer employment application period begins in late December and ends on April 15.

Math/Science Fellow

This program provides the means for students (and teachers) in math and sciences to enhance their careers by actual hands-on work. Applicants must be full-time students at an accredited college or university pursuing courses related to the field in which the fellowship is sought. Fellows fill nonclerical scientific, professional, and technical positions. There is no conversion to competitive employment after study is completed; no benefits or leave can be earned.

Selective Placement Program

Assistance is provided to students who have a severe physical impairment or mental disability or a history of emotional problems. Special accommodations are made in the workplace to make it easier to carry out responsibilities: interpreters for persons with hearing impairments; readers for those with visual impairments; modification of tasks; restructuring of worksites; alteration of work schedules; special equipment and furniture; and personal assistance.

Professional and Administrative Careers

This program provides a mechanism for appointments at the entry level of professional and administrative occupations in federal service. U.S. citizens may qualify for the *outstanding scholar provision* (3.5 GPA or upper 10% percent of graduation class) or the *bilingual/bicultural provision* (orally proficient in Spanish and/or knowledge of hispanic culture). Placement is with professional and administrative positions; leave benefits and other benefits apply.

Stay-in-School

Year-round employment is provided at Interior for college students to resume or continue their education without interruptions caused by financial stresses. Applicants must be at least 16 years old and enrolled on a substantially full-time basis in an institution of higher learning not above the baccalaureate level. There are family income requirements.

"Students have a variety of opportunities to learn about positions in the Department before they commit to certain fields of study."

Presidential Management Internship

To be selected for this program is an honor recognized throughout the government. Applicants must be graduate students interested in pursuing a career involving management of public policies and programs and be nominated by their graduate programs.

Entry-level positions expose interns to a wide range of public management issues and opportunities for career development. Most positions are in the Washington, D.C. area. Activities include on-the-job training, rotational opportunities, mentoring, and attendance at conferences and seminars. The initial appointment is for two years. After the second year, the position is converted into a permanent one.

HABS/HAER Program

The Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER), a division of the National Park Service, conducts projects around the country from June through August. Both programs use ink-on-mylar measured drawings, interpretive and process drawings, photographs, and written data to document structures of historic architectural, engineering, and industrial significance (historic buildings, structures, sites, and ships).

HABS/HAER offers summer jobs for historians, architects, landscape architects, and engineers, illustrators and graphic designers, and photographers. These are positions of substantial responsibility and require substantial education and experience qualifications.

Concessioners: Private Enterprise and the National Park Service

Individuals interested in hospitality and entrepreneurial pursuits will find an array of business opportunities in national parks across the country. It is possible to own and operate a concession or to become employed at one, in such areas as Cape Cod National Seashore (Massachusetts), Big Bend National Park (Texas), Oregon Caves National Monument (Oregon), Glen Canyon National Recreation Area (Arizona), Buffalo National River (Arkansas), or Great Smoky Mountains National Park (Tennessee).

In these areas concessioners provide services and facilities such as restaurants, souvenir shops, sightseeing tours, saddle horse hire service, boat rentals, fishing guide service, scuba instruction, maintenance and salvage, excursions, living farms and other demonstration crafts, white water raft trips, dog sled passenger tours, mountaineering, air tours, tennis courts, beach furniture rentals, guided kayaking and backpacking trips, antique shops, and camping facilities.

Learn by Volunteering

Opportunities to explore career options through volunteering may be found in all bureaus and offices of the Department. The U.S. Geological Survey's program is presented as an example. Participation in these opportunities may yield valuable contacts, skills, and experiences that will be useful in job search strategies.

The U.S. Geological Survey's Volunteer for Science Program, established in 1986, encourages citizens to become more knowledgeable and careful public land users. In 1987 and 1988, community residents, students, and retired USGS employees donated over 81,000 hours.

USGS indicates that involvement by minority youth is low. They encourage students to commit to work during the evenings in the summer to earn money if needed and to become involved in a volunteer assignment during the day to learn. They stress that the program offers excellent experience and enables students to make helpful contacts in the scientific community. Students can learn about careers and build up experience to use in obtaining a job.

The Application Process

Jobs in Interior are filled on the basis of education, training, and experience. Most positions are part of the competitive service program; discrimination is prohibited on the basis of race, color, creed, religion, affiliation, or any other nonmerit factor. To apply for employment or various training opportunities, a written description of experience and education is needed—*standard application form, SF 171.* On occasion, supplemental forms and/or a written test is required. Announcements of job vacancies are issued through Interior personnel offices and Federal Job Information centers.

The Standard Application Form: SF 171

The SF 171 is required to enter federal service initially and to apply for other positions once a person is hired. A college career or guidance office can offer assistance in preparing this form, and questions may be directed to any of the Interior personnel offices. Following are a few "tips" for a good application:

Careful reading of the position vacancy announcement or examination announcement is very important. Be sure to link skills, education, training and experience to the qualifications and duties described in the announcement.

The SF 171 instructions explain how to handle each of the sections of the form. Brief descriptions of experience should emphasize actual work performed that involved the skills required by the position. All experience—paid and volunteer, short-term, summer, internship, apprenticeship—is important. Forms should be *typed neatly and accurately or written clearly in ink.* Duplicated forms should be easily readable; pages should be assembled in correct order. All copies should contain an original signature.

Each "experience block" asks for the name of the position, responsibilities (what an individual had authority for and was in charge of), duties (activities that were expected), accomplishments (activities that contributed something significant to the goals of the organization), and skills (the abilities demonstrated through job performance).

Education includes special training and education programs, private study, and on-the-job training. References should be contacted in advance to make certain they are willing to be contacted. *Professional* references should be able to describe specific work skills, quality of work, work habits, etc. *Character* references should be able to attest to personal qualities.

In Conclusion...

It is hoped that this Handbook has stimulated interest and curiosity...and motivated both students and faculty at HBCU's to investigate in more depth the myriad of employment opportunities and training programs in the Department of the Interior.

Appendix I contains a bureau-by-bureau sampling of position titles. *Students and faculty interested in further information on bureau/office-specific career opportunities in the Department are urged to contact the Personnel Office(s) shown in Appendix II.*

"...Interior offers a unique variety of career fields, challenges, and opportunities that affect varied aspects of life in the United States."

APPENDIX I

BUREAU SAMPLING OF POSITION TITLES

OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT

accountant/auditor
reclamation specialist
fee compliance specialist
realty specialist
wildlife biologist
hydrologist
economist
engineer (civil/mining)
program manager
program specialist
natural resource specialist
biological scientist
soil scientist

BUREAU OF RECLAMATION

engineer (civil, electrical, mechanical, hydraulic, agricultural)
biologist (wildlife/fisheries)
hydrologist
soil scientist
research scientist
meteorologist
geologist
agronomist
environmental specialist
realty specialist
economist
technical aide
construction inspector
trade/craft specialist
historian

U.S. GEOLOGICAL SURVEY

cartographer
geologist
geophysicist
chemist
hydrologist
physical scientist
civil engineer
technician

BUREAU OF MINES

metallurgist
engineer (mining, chemical)
physical scientist
chemist
geologist
economist
technician
computer specialist
mathematician
physicist
statistician

BUREAU OF LAND MANAGEMENT

archaeologist
biologist
cadastral surveyor
cartographer
engineer
forester
geologist
hydrologist
land law examiner
natural resource planner
range manager
realty specialist
recreation specialist
outdoor recreation planner
adjudicator
historian
biologist (wildlife/fisheries)
planner
natural resource specialist
fire management specialist

Fish and Wildlife Service

wildlife biologist
fishery biologist
refuge manager
special agent wildlife

National Park Service

park ranger
park police officer
archeologist
architect
landscape architect
historian
realty specialist
resource planner
engineer
tradecraft specialist
concession specialist
historic architect

Minerals Management Service

geologist
petroleum engineer
geophysicist
physical scientist
oceanographer
environmental protection specialist

Positions Available Department-Wide

administration
management
procurement
program analysis
public affairs
budget and finance
personnel
computer science
communications
research

Appendix II

Personnel Offices
U.S. Department of the Interior

Office of the Secretary
18th and C Streets, NW
Room 5459
Washington, DC 20240
(202) 343-6702

U.S. Geological Survey
12201 Sunrise Valley Drive
Room 1-A-334
Reston, VA 22092
(703) 648-7442

National Park Service
18th and C Streets, NW
Room 3325
Washington, DC 20240
(202) 343-8093

Fish and Wildlife Service
18th and C Streets, NW
ARL-SQ 100
Washington, DC 20240
(703) 358-1743

Bureau of Land Management
18th and C Strrets, NW
Room 3623
Washington, DC 20240
(202) 343-1906

Bureau of Reclamation
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Bureau of Mines
Columbia Plaza
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Minerals Management Service
381 Elden Street
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Office of Surface Mining Reclamation and Enforcing
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Office of the Inspector General
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Bureau of Indian Affairs
1951 Constitution Avenue
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CAREER OPTIONS HANDBOOK
FOR
HISTORICALLY BLACK COLLEGES AND UNIVERSITIES

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